

MODULE 2. COACHING TOOLS

**READY
TO
START**

WORKSHEET 4.



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This material will help you effectively monitor your goals. Work through each step, one at a time, writing down your goals, actions, and how you will monitor your progress.

What is your main goal? Describe it in one sentence.

What will be the first step to achieving the main goal?

When are you going to achieve it?

What will the second step be?



When are you going to achieve it?

What will the third step be?

When are you going to achieve it?

Describe how you plan to track your progress.





Determine how often you will check your progress.

Establish criteria that will allow you to assess whether you have achieved each sub-goal (e.g. completing training, obtaining a certificate).

Summarize your progress.

Identify areas that require additional work.

A teal icon of a magnifying glass with a warning sign (a triangle with an exclamation mark) inside the lens.

Remember that regular monitoring and evaluation of your progress will help you successfully achieve your goals.